



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** 12150 - Personnel Security Program Analyst (SNAP) - GS-14

**Salary Range:** \$94,796 - \$145,629 (not applicable for detailees)

**Vacancy Open Period:** 2/17/2017 – 2/17/2018

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal ODNI Candidates, Detailees

**Division:** NCSC/SSD

**Duty Location:** Bethesda, MD

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

\*\*\* OPEN UNTIL FILLED: This announcement will be open until the position is filled. Cut off points are scheduled in two-week increments. After each cut-off point, all compliant applications received during the previous two weeks will be reviewed for consideration\*\*\*

## Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:



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- Current ODNI cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
  - Current Federal Government employees.

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

## Component Mission

The mission of the National Counterintelligence & Security Center is to lead and support the counterintelligence and security activities of the US Government, the US Intelligence Community, and US private sector entities who are at risk of intelligence collection, penetration or attack by foreign and other adversaries.

## Major Duties and Responsibilities (MDRs)

- The National Counterintelligence and Security Center (NCSC), Special Security Directorate (SSD), Personnel Security Group (PSG) supports the Director of National Intelligence (DNI) in his role as Security Executive Agent (SecEA) for the Executive Branch, as established by Executive Order (EO) 13467. As the SecEA, the DNI has established the SecEA National Assessments Program (SNAP) to assess personnel security processes and procedures in the Executive Branch. This program helps strengthen personnel security programs and gives agencies an opportunity to provide input into future SecEA initiatives. SNAP activities include, but are not limited to: • Distributing a self-assessment survey to capture a baseline of processes and procedures; • Coordinating and conducting site visits;
- Disseminating feedback reports and combining findings in a summary report to the DNI;
- Obtaining agency input to better inform policy-makers;
- Codifying agencies' authorities to investigate and adjudicate national security cases through Memorandums of Understanding;
- In support of the SNAP program, the selected candidates will:
- Conduct in-depth, detailed assessments of personnel security programs within departments and agencies across the executive branch consistent with the DNI's oversight



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responsibilities as the SecEA, and in accordance with the Intelligence Reform and Terrorism Prevention Act, EO 13467, EO 12968, as amended, and other related policies;

- Prepare comprehensive written reports documenting assessment findings and recommendations;
- Plan, develop, and present findings, conclusions, options, and recommendations to Executive Branch department and agency leadership (to include Security Directors and other senior leaders) and to Office of the Director of National Intelligence (ODNI) senior management;
- Lead and participate in Intelligence Community (IC) and Executive Branch working groups and other inter-agency forums to develop, update, and implement SecEA clearance reform initiatives;
- Initiate, cultivate, and maintain partnerships with key stakeholders across the IC and United States Government (USG) through an open, collaborative approach as part of outreach, assist visits, and assessments, which may require occasional CONUS travel; and, • Provide briefings and presentations to agencies across the USG on ODNI initiatives, policies, and procedures as well as emerging issues pertaining to National Security.

## **Mandatory and Educational Requirements**

- Minimum of seven years of personnel security experience, to include successful completion of at least one tour conducting background investigations and/or adjudications;
- Bachelor's degree or equivalent experience as determined by mission specialty area;
- Demonstrated ability to effectively and successfully engage with and brief senior leadership on difficult issues and foster a collaborative relationship with partners across an organization or agencies; excellent use of tact when expressing ideas and recommendations to senior leaders, customers, peers, team members, and other stakeholders;
- Demonstrated ability to balance responsibilities among security project activities; to manage transitions effectively from task to task, adapting to varying internal and external customer needs;
- Demonstrated interpersonal, organizational, and problem-solving skills, including demonstrated ability to work effectively both independently and in a team/collaborative environment;
- Demonstrated ability to effectively communicate (both verbal and written) complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives;



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- Knowledge of IC and Executive Branch personnel security policies, programs, and procedures; and,
- Knowledge of security clearance reform initiatives and challenges.

## Desired Requirements

- Completion of tours conducting both background investigations and adjudications;
- Supervisory or quality control/assurance experience in either investigations or adjudications;
- Work experience at more than one federal agency.

## Key Requirements and How To Apply

### Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

### Current Federal Employees Applying for a Detail Assignment:

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI



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does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

**Applicants from federal agencies outside the IC** must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI-MSD-HR-RR-Team\_A\_WMA@dni.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (*Daniel J.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

## **What To Expect Next**



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The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3799; Email: [Recruitment\\_TeamA@dni.gov](mailto:Recruitment_TeamA@dni.gov)

## **Other Information**

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI-EEOD-RA-ACF@exchange.cia.ic.gov](mailto:DNI-EEOD-RA-ACF@exchange.cia.ic.gov), by unclassified email at [DNI-EEOD@dni.gov](mailto:DNI-EEOD@dni.gov), by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**